

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: Custodian I GR: B FLSA: NE DATE: 08/02/2017

DEPARTMENT: Parks & Recreation DIVISION: Building Maintenance

REPORTS TO: Facilities. Superintendent APPROVED: _____ JOB CODE: 4004

GENERAL DESCRIPTION:

Under general supervision, keeps assigned buildings clean and orderly. Works within prescribed standards.

TYPICAL DUTIES:

Cleans and maintains various municipal and outside agency buildings as assigned; minor construction & maintenance of facilities & outdoor spaces; sweeps, scrubs, strips and waxes hard surface floors; dusts and polishes furniture, sills, blinds, woodwork, light fixtures, etc.; maintain inventory of cleaning equipment and supplies; empties and cleans waste receptacles; washes windows and walls; locks and unlocks doors, windows and security systems; replaces light bulbs and fluorescent tubes; maintains equipment and materials; cleans and disinfects restrooms and kitchens; vacuums, shampoos, removes spots and stains in carpets; cleans grounds by picking up paper and trash; raise, lower and maintain flags; performs visual checks on all mechanical systems, the buildings and grounds for repairs; shovels snow as assigned; checks and maintains boiler chemical record; aids in emergency and storm related activities; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school. Minimum of 1 year experience stripping, buffing and burnishing hard surface floors. A valid Kansas driver's license required.

RESIDENCY REQUIREMENTS:

Must live within a minimum of a 40 minute response time.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, building occupants and the public. (Daily)

Maintain and continually upgrade knowledge of methods, materials and equipment used in janitorial work. (Daily)

Clean and maintain assigned areas. (Daily)

Maintain accurate and appropriate inventory of parts, supplies, tools and equipment. (Daily)

Maintain time and mileage sheets (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Minimum of climbing includes, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 10 percent of the time

Reaching: Frequent, overhead as well as horizontal

Heights: Use step ladder and occasional extension ladder

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential functions

Speech: Occasionally express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates equipment requiring eye/hand/foot coordination

Manual Dexterity: Frequently operates equipment requiring some dexterity

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Inside work and minimal outside work

Cold/Heat: Controlled environment, adverse weather conditions possible

Noise/Vibrations: Equipment noise

Hazards: Exposure to cleaning chemicals and polishes

Fumes/Dust/Odors: Minimal exposure to dust, fumes and odors

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to write and maintain written records.

Ability to listen to and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to handle stress associated with meeting deadlines and/or comply with schedules.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Vacuum sweepers, floor buffers and burnishers, brooms, mops and hand tools.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.